

2002 Promotion Cycle

The Division of Commissioned Personnel (DCP) is preparing for the 2002 promotion year (PY) cycle (July 1, 2002 through June 30, 2003).

Eligibility for Promotion

Officers are encouraged to periodically review promotion requirements and be aware of when they will be eligible for promotion consideration. Commissioned corps promotion policy is contained in INSTRUCTIONS 1 and 2, Subchapter CC23.4, of the Commissioned Corps Personnel Manual (CCPM). Helpful information is also contained in CCPM Pamphlet 62, "Commissioned Officer's Handbook." Both the CCPM and the pamphlet are available on the DCP Web site—<http://dcp.psc.gov>.

DCP will mail a memorandum to individual officers notifying them of their eligibility for promotion. It is imperative that officers eligible for competitive promotion carefully read the information contained in the memorandum and follow the instructions. Upon receipt of the memorandum, officers are required to review their Promotion Information Report (PIR). The PIR reflects "real time" information as documented in DCP's data system, and is available for review on DCP's Web site through the same procedure used to review the electronic Official Personnel Folder (OPF). **Note:** Information on how and when to submit information to the OPF will be included in the memorandum. The PIR is a succinct summary of verified computerized data about an officer at a given point in time; it does not substitute for the curriculum vitae (CV) or the OPF. In addition to the PIR, the promotion board reviews the Performance Profile and the OPF that contains the documents upon which their recommendations are based. Only the contents of the OPF may be considered by the board to establish an officer's relative standing on the promotion roster. Any information not reflected in the OPF cannot be considered by the board.

Officers should review the PIR and return it with corrections if any errors are found. The PIR should *not* be returned if the data it conveys are correct. Changes must be requested in writing and must be supported by appropriate documentation (e.g., copy of personnel orders, award certificates, etc.). Changes cannot be made without official docu-

mentation. Requests to DCP for changes must be postmarked no later than *Friday, November 16, 2001*. Please do not provide information about matters that are not reflected in the PIR (e.g., civic activities, military longevity, training ribbons, or badges such as the Air Force Longevity Service ribbon, Air Force Training ribbon, marksman qualification awards, etc., as these items are not authorized for wear and are not reflected on the PIR).

If corrections are necessary, the PIR must be returned to:

Division of Commissioned Personnel
ATTN: PIR Coordinator/OSB
5600 Fishers Lane, Room 4-36
Rockville, MD 20857-0001

An officer's billet will not preclude his/her consideration by the promotion board in PY 2002. Officers considered for competitive promotion will have their OPFs reviewed regardless of the rating of their current billet. However, boards will be directed to take the grade level of the officer's billet into consideration as they evaluate the officer in accordance with the promotion precepts.

Promotion Boards

The records of officers eligible for promotion are reviewed by categorical/group boards. Each promotion board consists of five O-6 grade officers from the category/group who are as representative as possible of the category or group in terms of Agency representation, specialty, and other characteristics. Every effort is made to assure diversity among the board's membership.

This review includes careful consideration of the officer's career as it relates to five of the six precepts upon which promotion recommendations are based. (These precepts do not apply to officers in the Research Officer Group). These five precepts are as follows: (1) *performance*—as reflected in the Commissioned Officers' Effectiveness Report (COER), (2) *mobility*—as reflected in assignment history (mobility can be both geographic and programmatic), (3) *awards*—which relate to the quality of an officer's service, (4) *career progression*—as reflected in assignments at increasing levels of responsibility, and (5) *career potential*—as reflected in the effect increased responsibility had on quality of performance.

The percentage "weight" per precept for temporary (T) and permanent (P) grade that may be awarded by the promotion board members are listed after each precept.

In considering an officer for promotion, the board considers several factors for each of the precepts. For *performance*, these factors are: (1) performance on annual COERs; and (2) performance history over time. Emphasis is placed upon the more recent COERs, and they are evaluated against the expectations of an "average" officer in that category and grade.

Temporary:	O-4	O-5	O-6
Permanent:	O-3	O-4	O-5/6
Percentage:	55	50	40

For *mobility*, the factors are: (1) career track and primary job; (2) needs of the Service; (3) length of service; (4) personal hardship; and (5) overall performance in each assignment. These factors are considered keeping in mind reasonable expectations for mobility of an "average" officer based upon category and specialty, career track, length of service, and personal reasons such as educational activities. Mobility is also reviewed in light of the officer's career progression where the frequency of transfers, whether infrequent or too frequent, may be adversely affecting the officer's overall usefulness to the corps.

Temporary:	O-4	O-5	O-6
Permanent:	O-3	O-4	O-5/6
Percentage:	5	5	10

For *awards*, the factors are: (1) Agencies to which the officer has been assigned; (2) length of service; (3) grade; (4) commissioned corps awards; and (5) non commissioned corps awards. The board is reminded that the frequency for nominating officers for honor awards varies among Agencies.

Temporary:	O-4	O-5	O-6
Permanent:	O-3	O-4	O-5/6
Percentage:	5	5	5

For *career progression*, the factors are: (1) billet grade; (2) level of responsibility; (3) independence; (4) management/supervisory duties; (5) career contributions; (6) contributions to category; and (7) impact and/or accountability of actions. Emphasis is placed on the officer's

(Continued on page 8)

2002 Promotion Cycle

(Continued from page 7)

contributions as he/she progresses into positions which require increasing levels of responsibility.

Temporary:	O-4	O-5	O-6
<u>Permanent:</u>	<u>O-3</u>	<u>O-4</u>	<u>O-5/6</u>
Percentage:	5	15	20

For *career potential*, the factors are: (1) future needs of the Service; (2) potential for a 30-year career; (3) long-term commitment to the commissioned corps; (4) ability to perform at a higher grade; (5) potential for future contributions; and (6) officer's integrity and ethics. These factors are evaluated in light of the findings derived from the four previous precepts.

Temporary:	O-4	O-5	O-6
<u>Permanent:</u>	<u>O-3</u>	<u>O-4</u>	<u>O-5/6</u>
Percentage:	15	10	10

In evaluating an officer for promotion, the board compares the officer, as reflected in the OPF, against a theoretical "average" officer. In a real sense, this "average" officer is the only competition for any one officer being reviewed by a promotion board. Officers never actually compete against each other. Officers with the highest scores are promoted.

COER

A very important element for review by the board is the officer's COER. While the CV reflects the various assignments of an officer's career, the COER reflects the supervisor's assessment of the quality of the officer's service. Do *not* attach your CV or other documents to the COER. DCP will not accept "promotion" COERs.

Officers called to duty during the last year (prior to September 1) and who are eligible for the temporary O-4 grade should have a COER that covers a 6-month period. An officer to which the above applies should check with his/her Commissioned Corps Liaison to ensure that an annual 2001 and/or an interim COER has been *completed and received in DCP prior to December 31, 2001*.

Importance of Current CV

The promotion board reviews the OPF of each officer eligible for promotion. It is important that the folder contain a current CV—each page of which contains the *officer's name, PHS serial number, and date*. The CV is the appropriate place

to document items not reflected in the PIR or COER. This includes training, temporary duty authorized by travel orders rather than personnel orders, and any duty assignments not reflected in the billet history. The CV is the one place where the officer can present a *concise* picture of his/her entire career. It reflects not only the variety and type of assignments, and progression of responsibility, but also reflects any geographic and/or Agency mobility. Although submission of a current CV does not guarantee promotion, an officer does himself/herself a disservice by not submitting a current one. Board members have a limited amount of time to review each OPF. Lack of a CV may put the officer at a disadvantage and make him/her less competitive. The importance of a current CV in an appropriate format in the OPF cannot be over-emphasized. Contact your Professional Advisory Committee for your category's recommended format. Links to category Web pages can be found on DCP's Web site under 'Links' and then by selecting 'Other Links of Interest.'

Please note that DCP will not file program agendas, publications, photos, or news articles about officers' accomplishments. Such accomplishments should be summarized in the CV. Furthermore, it is not necessary to duplicate items already in the OPF.

License / Certification / Registration

Copies of licenses / certifications / registrations for inclusion in the OPF must be addressed to:

Division of Commissioned Personnel
ATTN: Licensure Technician/OSB
5600 Fishers Lane, Room 4-36
Rockville, MD 20857-0001

- or -

Fax to: 301-594-2711

Be sure to specify your category in the lower left corner on the front of the envelope.

Agency Recommendation

In July 1995, Agency Representatives to the Office of the Surgeon General agreed to create a sixth promotion precept.

DCP will provide the Agencies with a listing of their officers who will be con-

sidered by the Spring 2002 Promotion Boards. The Agency recommendation is to be provided by each Agency for each promotion-eligible officer. All use the precepts of "impact on Agency's mission" and "value added" by the officer.

The Agencies may, at their discretion, add additional precepts. These precepts and the manner of application will be described by each Agency, and prior to implementation, this written process will be shared by the Agency with the officers and managers in the Agency.

The Agency recommendation is a precept, and officers will be assigned to one of four cohorts in accordance with the Agency process. An Agency's recommendation neither assures nor precludes the promotion of any promotion-eligible officer.

For *Agency recommendation*, the factors are: (1) contributions of the officer in fulfilling the mission of the Agency; (2) value added by the officer's contributions to the Agency; and (3) other Agency-specific precepts.

Temporary:	O-4	O-5	O-6
<u>Permanent:</u>	<u>O-3</u>	<u>O-4</u>	<u>O-5/6</u>
Percentage:	15	15	15

Additional details on the sixth precept and your Agency's process can be obtained from your Commissioned Corps Liaison.

General Information

All OPFs of officers who are eligible for consideration for promotion have been scanned and indexed. PY 2002 Promotion Boards will be conducted via electronic processing. The importance of officers reviewing their OPFs from DCP's Web site cannot be over emphasized. This should be done immediately to determine the accuracy of the content of your OPF. Subsequent reviews should be done periodically and in particular after documents have been submitted for inclusion in the OPF. (Please allow 2-3 weeks after submission for processing.) Officers may access their OPF at DCP's Web site by using his/her assigned password. If you do not know your password, please phone the Help Desk at 301-594-0961. As you review your OPF online, please

(Continued on page 9)

2002 Promotion Cycle

(Continued from page 8)

e-mail any questions you may have to—opffix@psc.gov.

Since the OPFs can be accessed via the DCP Web site, officers should submit documents to be included in their OPF by fax. *NOTE: Detailed information can be found in an article titled "Submitting Information for Electronic OPFs" elsewhere in this issue of the Commissioned Corps Bulletin.*

Important: Please check the Web site before submitting information to be certain that you are not submitting duplicates. Documents must be faxed by mid-night *December 31, 2001*, to ensure that the documents are included in the OPF for review by the promotion boards.

DCP has realigned how services are provided to our customers. Service to officers for career counseling is no longer provided from members of the DCP staff formerly known as Staffing Officers. Therefore, officers are being directed to assume more personal responsibility for their career development. Resources are available in the Agencies, from the Chief Professional Officers and the Professional Advisory Committees, and DCP's Web site under "Frequently Asked Questions (FAQs)."

It is important to remember that career advancement is an ongoing, long-term process and not a "quick fix" immediately prior to promotion eligibility. In general, the same attributes that would make an officer highly competitive for a higher-level position also make the officer a good candidate for promotion.

IMPORTANT DATES TO REMEMBER

PIR Corrections Postmarked No Later Than:

November 16, 2001

Documents Faxed for Inclusion in Electronic OPF No Later Than:

December 31, 2001

IMPORTANT PHONE NUMBER

For PIR questions, phone: 301-594-3353 (or toll-free 1-877-INFO DCP (1-877-463-6327), listen to the prompts, select option #1, dial 43353).

Submitting Information for Electronic OPFs

Those officers whose Official Personnel Folders (OPFs) are on the Division of Commissioned Personnel's (DCP) Web site—<http://dcp.psc.gov>—should submit information by fax using the following fax numbers: 301-480-1436 (or) 301-480-1407. The submitted documents are automatically placed directly into the officers' electronic OPFs. Note: Please check the Web site before submitting information to be certain that you are not submitting duplicates.

Important—The software only accepts 8½" x 11" images that are from clean copies (copies with various shades of contrasts do not scan well). *Therefore, please refrain from using a 'highlighter' marker, since the highlighted sections appear as dark lines and cannot be read.*

Please note the following guidelines:

- On the upper right corner of all submitted sheets, include your name, Public Health Service (PHS) serial number, and category. For multiple page documents indicate page sequence (e.g., page 1 of 3, page 2 of 3).
- Curriculum vitae (CV) *cover sheets* must be included as page 1 of the CV as only one document is retained in this section.
- Continuing education documents should be grouped *by year*.
- Licenses/Certifications/Registrations must be faxed to the Licensure Technician at fax number 301-594-2711.
- Documents initiated by DCP (e.g., Commissioned Officers' Effectiveness Report and PHS awards) are *automatically* placed into the electronic OPF when received through official channels. These documents are not accepted directly from the officer.

If you have any questions, please phone the Officer Support Branch, DCP, by calling 301-594-3108 (or toll-free at 1-877-INFO DCP, listen to the prompts, select option #1, dial 43108).

Call for Nominations for Dietitian PAC Membership

The Dietitian/Nutritionist Professional Advisory Committee (D/N PAC) is seeking new members. The D/N PAC is composed of both commissioned corps and civil service dietitians and nutritionists. The D/N PAC serves as an active link between the Office of the Surgeon General and dietitians working in the Department of Health and Human Services' Operating Divisions (OPDIVs) or in other major Programs where commissioned corps dietitians serve. The D/N PAC meets six times annually with teleconferencing available. To be eligible for membership, you must be a dietitian or nutritionist and a full-time OPDIV or other major Program employee.

All new appointments will be made for a 3-year term and self-nominations are encouraged. The deadline for submission of nominations is **October 1, 2001**. Individuals interested in serving on the D/N PAC should submit a self-nomination form and a curriculum vitae with a cover letter to the following address:

CAPT Marilyn Welschenbach
Chair, D/N PAC
FDA/CDER/OPS (HFD-358)
WOCII, Room 3009
5600 Fishers Lane
Rockville, MD 20857-0001
Phone: 301-594-5685
E-mail: welschenbach@cdcr.fda.gov

Ms. Barbara J. Stewart Dies

Ms. Barbara J. Stewart, who worked as the Retirement Coordinator in the Division of Commissioned Personnel (DCP) from the mid 1970s to the time of her retirement in 1995, died on July 26, 2001.

Barbara was a kind and thoughtful person who was deeply committed to her work. She will be remembered fondly by her friends and coworkers as well as the many officers who lives she touched during her 20 years of service to DCP.